

7/21/16

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING – July 21, 2016

PRESENT: Fair Board: Linda Lambert, Diane Bishop, Anna Scharf, Suzanne Burbank, Eric Setniker, Tammy Dennee **Absent:** Nita Wilson, (excused) **Staff:** Tina Andersen, Jack Dunagan **Guest:** Kendra Buell (4-H Mom), Susie Vroman (4-H Aunt) **Partner/Tenant:** Suzi Busler (OSU Extension) Norbert Hartmann (PC Fair Foundation)

MEETING CALLED TO ORDER –8:00am

APPROVAL OF MINUTES: Motion by Tammy and second by Linda. Motion passed unanimously.

GUEST COMMENTS: None

TENNANT/PARTNER COMMENTS: Norbert spoke to the Board concerning the Fair Foundation raising funds for a new building on the grounds, it is a lot of money and the Foundation will need help from the Fair Board and the Board of Commissioners in order to get grants to help with it. Norbert stated that the last time the Foundation raised money the Fair Board didn't help and that can't happen this time. The Foundation would like the Boards strategic plan of sustaining the new building as they move forward. Anna reminded Norbert that this is a new Board and that they will work hand in hand with the Foundation and the Board of Commissioners. Anna requested that staff get a hold of Morgan (County Attorney) to make sure they stay in the laws of an appointed public body. Tina will have Morgan come to a Board meeting to explain the law to everyone.

ADOPTION OF CONSENT AGENDA: Motion by Tammy, second by Eric. Motion passed unanimously

CORRESPONDANCE/ANNOUNCEMENTS: None

LIASON REPORTS: PCLA – Suzanne reported that their next meeting is July 25th

Foundation – Met last month and will be putting their items in the Fair Board booth

Ag First – Is working on Fair set up for their booth

PECAN – No new report

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line sits at a deficit of \$22,954.00 there will still be some revenue still coming in from June. The County will be making a transfer into the Fair's account.

MANAGER'S REPORT: Maintenance and repairs – Jack introduced himself, as our new maintenance man. He has sanded, cleaned and repainted the playground equipment. The grounds staff has been pressure washing and he has been doing vehicle maintenance. Tina reported that the PA for the beef show ring was not working last year, the P.A. guy came and fixed it, instructions on how to operate it have been put on the box itself. Suzanne asked that training on how to operate the PA systems in each barn be done at the next Superintendent meeting, it was really expensive to fix.

Events & Building usage- NW Elks Rally went well, the Flea Market went well, World Radio Mission was down a little on attendance but went smoothly, the Motorcycle Rally is on the grounds now and will be moving out at Friday morning right before PCL moves in. The Pre-Fair Horse Show is this weekend.

Dept. Head Mtg. – None

Safety Committee – A safety inspection will be done closer to Fair.

OLD BUSINESS:

Extension Update – Suzi reported they are getting ready for Fair, the animal are up and getting everyone to fit in a barn has been challenging, the goat and sheep will be switching barns this year. The new classes have attracted entries.

2016 Fair – 4-H Dog Show – The 4-H Dog Show has been rescheduled to July 30th in order to get all of the small animals in the barn, the Dog Show will be able to have the entire building by moving their dates.

Suzi has requested that the dogs be part of a demonstration on the main stage on Saturday of Fair, Tina will let Tammy and Diane know as soon as they get word back that they will be here.

Mid Valley Quilt Guild – The Quilt Guild has given a grant of a \$306.00 to the 4-H and open class quilt division. Open class has used their money to purchase new quilt hangers.

Open Ceremonies – The Board discussed the list of honorees. Benny the Beaver will be on the grounds during opening ceremonies and we can use him if we need him.

Entertainment – A stage and grounds schedule was sent out to the Boars review. All entertainment is now plunked in place and ready to go. Tammy and Diane will be taking care of the stage and the entertainment for the run of the Fair.

Gopher and squirrels - The squirrels have dug tunnels under the straw in the horse barn and made a mess, dirt has been put in to fill up the holes, Eric suggested that a vibrating compactor be used to make sure the dirt got in every hole. There is still a lot of holes, the grounds staff has been filling them in but they pop back up right away. Anna asked that signs be put out warning people of holes and uneven ground.

Fair Booth – The Board signed up for their time slots in the booth, Anna is working on decorations, the Board discussed places to help with the decorations of the booth, Suzanne and Tammy will work with Wilco.

Board Awards – The medallions have been ordered and the Board will judge on Thurs. of the Fair by 10:00pm.

Posters, maps & schedule – Are printed and ready to be handed out

VIP Passes – Passes were given to Fair Board members.

Food – main kitchen menus are done, the Mexican booth will have Tacos, Burritos and Chiro's. Jesus' trailer will have brick fries and French bread pizza. The Board went over the list of food vendors for the Fair.

Sunday meals – Jesus will be providing a pancake breakfast that will be free to 4-H/FFA members and volunteers. Anna will help get kids and adults through the line, tickets are available in the main office for \$3.00

Fair Board radios – Instructions for the radios have been given out, Tammy asked that ear pieces be on Board member radios.

Emergency training – will be on July 27th at 7:00pm

Beautification day – The lumber has been ordered, screws and some paint have been donated by Monmouth Hardware and Van Well Timber will donate money to help cover the lumber costs. The work day is Saturday July

23rd from 9:00am – 1:00pm and then a small reception will be held in Bldg. B for volunteers.

Board training – The Board will hold a training session on Thursday September 8th from 9:00am – 1:00pm. Eric announced that he will be leaving the Fair Board at the end of his term in December and that it might be a good idea to get the new member in before the Board training so that they could participate.

NEW BUSINESS:

The OFA State Fair meeting will be August 31st, information has been sent to Board members, Tammy will be attending the rest of the Board will let Tina know soon so that she can sign them up.

The OFA Convention is in October this year and information has been sent to Board members.

ADD ONS: None

Chairman Scharf asked if there was a need to meet in executive session, staff replied there was not.

ADJOURNMENT: meeting adjourned 9:40am

Respectfully submitted by,
Tina Andersen, Manager